

City of Leominster, Massachusetts

APPLICATION FOR APPROVAL OF DEFINITIVE PLAN

The applicant shall file with the Planning Board one original form with one copy of the application, an abutter's list from the Assessors Office, a mylar reproduction and ten prints of the Definitive Plan for the subdivision. One copy of the application to be filed with the City Clerk.

_____, 200__

The undersigned herewith submits the accompanying Definitive Plan of property located in the City for approval as a subdivision under the Massachusetts Subdivision Control Law.

Applicant Name: _____
Address: _____
Tele./Fax/Email: _____

Owner Name: _____
Address: _____
Tele./Fax/Email: _____

Option Holder Name: _____
Address: _____
Tele./Fax/Email: _____

Name of Engineer or Surveyor: _____
Address: _____
Tel./Fax/Email: _____

Deed of property recorded in _____ Registry

Book: _____ Page: _____ Assessor's Map: Parcel _____ Lot _____

Zoning District: _____ City Water? Yes / No City Sewer? Yes / No

General description of plan:

- Plan Title _____
- Location _____
- Total acreage of tract _____ Number of Lots Proposed _____

Property owner's certification: I/we hereby certify that the applicant(s) cited above have been authorized by me/us to file this application with the Planning Board on property that I/we own.

Signature of Applicant _____ Signature of Owner(s) _____
Date _____ Date _____

Fee: With Preliminary \$200.00 plus \$20.00 per lot and \$150.00 for required legal advertisement
No Preliminary \$500.00 and \$50.00 per lot and \$150.00 for required legal advertisement
Non-refundable

Also: Applicant to provide envelopes and postage affixed to cover the expense of notifying parties in interest of the hearing and decision (2 mailings). Count from abutter's list time two and 6 for surrounding towns .

☐ Contact Sandie Chacon / Technical Review Board 978-534-7525 ext. 260 or schacon@leominster-ma.gov

DEFINITIVE PLAN CHECKLIST

- ☐ Original and 2 copies of the application form completely filled out.
Must be time stamped in the Clerks office
- ☐ A cover letter that gives a detailed description of the project and what action the applicant expects
- ☐ Ten copies of an acceptable plan. If small size plans are available 3 copies to accompanying large set.
- ☐ Autocad format of the plan which is compatible with the City's GIS System.
- ☐ Cash or check payable to the City of Leominster ***Can be included in one check***

With Preliminary Plan: \$200.00 and \$20.00 per lot for application

Without Preliminary Plan: \$500.00 and \$50.00 per lot for application

Legal Advertising: \$150.00

- ☐ Final Development Impact Statement
- ☐ Drainage calculations, traffic studies, water studies if applicable
- ☐ Certified List of abutters within 300 feet of all property lines. This list must have names and addresses obtained from the Assessor's Office.
- ☐ The applicant to provide envelopes with postage affixed to cover the expense of notifying parties in interest of the hearing and decisions. The total of envelopes needed is determined by the abutters list times 2 and 12 envelopes for surrounding towns. This is for two mailings. The Planning Department will make the labels. Please, no return addresses on the envelopes.

Now that you ready to file with the Planning Board- you may be asked to attend the Mayor's Technical Review Board meeting.

The Board is made up of a representative from each City Department and serves two purposes. The first purpose is to remain on top of projects in the pipeline in the City and the other is to assist the applicant through the permitting/planning process.

The Technical Review Board meets monthly and during the work day. The meetings take place in the TA Conference Room top floor-room 10 in City Hall. Sandie Chacon of the Planning Department organizes these meetings. Please call/e-mail her to see if you should be placed on the agenda at 978-534-7525 ext. 260 or schacon@leominster-ma.gov.

THE ZONING ORDINANCE AND SUBDIVISION REGULATIONS ARE ONLINE AT WWW.LEOMINSTER-MA.GOV OR FOR PURCHASE IN THE PLANNING DEPT. OFFICE.

If you have any questions regarding your application please call the Planning Department at 978-534-7525 ext. 255